
**Indiana Housing and Community Development Authority
Strategic Investment Process (SIP) Award Implementation Manual**

Chapter Summary

- Chapter 1 *Policy Requirements***
This chapter provides guidance on the IHCD SIP Application Priority Requirements, Utility Allowances, Match/Leverage, Program Income, Lease Language/Program Agreements, and CDBG Public Hearing Requirements.
- Chapter 2 *Lead Based Paint Requirements***
This chapter provides an overview on Lead Based Paint, and the applicable federal, state, local, and IHCD regulations.
- Chapter 3 *Accessibility Requirements***
This chapter outlines Section 504 of the Rehabilitation Act. Recipients cannot discriminate against an otherwise qualified individual with disabilities, solely by reason of his or her disability, in participating in any program or activity receiving IHCD SIP funds. This chapter defines the recipient's responsibilities in terms of physical and program accessibility of their IHCD SIP program.
- Chapter 4 *Uniform Relocation Act (URA) and Section 104(d) Requirements***
This chapter provides guidance on how recipients must handle permanent and temporary displacement of residents as a result of the IHCD SIP assisted project.
- Chapter 5 *Civil Rights (Fair Housing & Minority and Women Business Participation)***
This chapter outlines all of the required actions and the applicable Fair Housing regulations. The chapter provides guidance on the state and federal civil rights laws applicable to IHCD SIP programs. Information on how recipients are required to document their efforts to solicit minority and women business participation is also located in this chapter.
- Chapter 6 *Conflict of Interest Prohibition***
This chapter provides guidance to recipients when conflicts of interest arise. This is a process required by IHCD for all possible conflicts of interest.
- Chapter 7 *Section 3: Economic Opportunities for Low and Very Low Income Persons***
This chapter outlines the Section 3 program and recipients' responsibilities. Section 3 is a provision of the Housing and Urban Development Act of 1968 that requires low-income persons, to the greatest extent possible, receive opportunities for job training and employment in connections with federal financial assistance programs in their neighborhoods.
- Chapter 8 *Income Verification***
This chapter provides an in-depth explanation on how to calculate total household income including: when to complete income verifications, whose income to count, income inclusions/exclusions, asset inclusions/exclusions, and what constitutes acceptable support documentation.
- Chapter 9 *Labor Standards (Davis Bacon) Requirements***
This chapter outlines the labor standards requirements for all federal projects including: Applicability of the Davis Bacon requirements, requesting wage decisions, payroll and

fringe benefit procedures and requirements, employee interview procedures, interim monitoring, restitution, and retainage requirements. Detail on the Davis Bacon Act and other applicable labor standards acts are in this chapter as well.

Chapter 10 *Procurement Procedures*

This chapter outlines requirements, which must be followed when procuring all materials, supplies, equipment, and construction or professional services related to IHCDAs SIP awards.

Chapter 11 *Environmental Review and Section 106 Historic Review*

The National Environmental Policy Act (NEPA) and “other Federal laws and authorities” require that an environmental review be conducted for all federally assisted actions. The National Historic Preservation Act requires that federal agencies assume the responsibility for the preservation of all historic properties under their jurisdiction. Under Section 106 of the act, all federally assisted undertakings must take into account their effect on historic properties included in or eligible for the National Register of Historic Places and prior to approval of an undertaking allow the opportunity for comment. This chapter outlines the requirements associated with these two acts.

Chapter 12 *Funds Management*

This chapter outlines the process for setting up your specific development with IHCDAs, how to draw funds from IHCDAs, and what must be submitted to complete your development. Additionally, this chapter covers the instructions on the various financial forms and ledgers required to be submitted and maintained by all IHCDAs recipients.

Chapter 13 *Modification Procedures*

This chapter outlines the necessary steps for recipients to request a modification of their award from IHCDAs. This may include extending the expiration date of an award, reallocating funds budgeted between approved budget line items, or changing the project activity, scope, or site.

Chapter 14 *Construction Standards*

This chapter outlines the standards that must be utilized for rehabilitation or new construction activities using IHCDAs SIP funds.

Chapter 15 *Lien and Restrictive Covenants and Affordability Requirements*

This chapter outlines the affordability requirements associated with an IHCDAs SIP award including: executing and recording a Lien and Restrictive Covenant, the length of the affordability period, resale vs. recapture guidelines, and ongoing rental compliance and reporting.

Chapter 16 *Program Monitoring and Record Retention*

This chapter outlines the IHCDAs monitoring procedures and record retention requirements. Also included is a sample of the monitoring tool that is used by IHCDAs.